Logistics Services Division - Space Template

The templating system provides a basic record of space requirements, space plans, space action and space utilization.

Templates contain design configurations, graphically portray work orders, and provide a space management tool for relating work patterns and positioning personnel.

The template arrangement is a convenient and thorough "check list" technique for assuring satisfaction of approved space requests and efficient space utilization.

CHART #13

LOCATIONS IN HEADQUARTERS BUILDING

OFFICES	FLOOR								
	B	G	1	2	3	4	5	6	7
ODCI	x		x		x			x	x
OPPB								x	
OGC									x
IG		x		x					
NIPE					x	x	x		x
CABLE SEC			x						
ONE					x				x
OLC									x

This chart pictures areas of assigned space in the Headquarters Building, by floor, for each Directorate.

This map provides general locations of overt Agency activities in the Metropolitan Washington Area.

Includes: Building identification
Square feet allocated
Personnel assigned in the building

ARCHITECTURAL DRAWING

The original construction arrangement of Headquarters Building space in terms of partition and wall layout are indicated on this drawing. Based upon the original needs of the Agency in terms of personnel numbers and operational requirements, the delineation of space and the implementation of necessary architectural construction features were accomplished through the interior architectural design shown.

The drawing identifies major building configuration, corridor, stairwell and elevator circulations, utility core locations, moveable partition and masonry wall locations, ceiling, wall and floor finish treatments, and a number of miscellaneous special architectural features.

Although numerous changes have been made to our building layout since our original occupancy, these architectural drawings have been invaluable for past reference and guidance. The control and manipulation of the total space modification effort requires the use of this drawing as a base from which a series of original mechanical and electrical contract engineering drawings serve as a reference tool to accomplish building alterations.

EXISTING FURNITURE LAYOUT

This layout expresses the present arrangement of furniture, equipment, walls, partitions and permanent building features existing prior to a component request for space modifications.

This furniture, equipment, and partition configuration exists as part of a unique Master Control Templated Layout System which is continually updated and maintained in the Office of Logistics.

PROPOSED FURNITURE LAYOUT

This layout represents the acceptable arrangement of furniture, equipment, and partitions jointly developed and concurred upon by the using Agency component and the in-house Agency design architect.

All utility layout modification drawings are based upon this proposed scheme. Concurrent with the preparation of related utility modification drawings, representatives of the Office of Logistics and the component use this drawing to plan for relocation in terms of furniture selection, supplementation of furniture, and the scheduling and moving of furniture and equipment from and to specific locations.

EXISTING PARTITION LAYOUT

This existing partition layout indicates, through circled areas and notes, the quantity and location of partitions and miscellaneous items which must be removed from the existing arrangement by G.S.A. in-house group forces.

PROPOSED PARTITION LAYOUT

Following the removal of partitions indicated above, the proposed partition layout drawing indicates the quantity, type, and location of partitions and miscellaneous items to be installed by G.S.A. in-house group forces.

All G.S.A. instructions and estimating references for general construction are based upon Agency personnel decisions and guidance shown on these two drawings.

POWER AND TELEPHONE

Requirements for convenience power and telephone service are shown on this drawing portraying a plan of partitions, an underfloor cellular distribution system, and exact locations of all floor and wall outlets.

Preparation of this drawing requires an Office of Logistics survey of existing power and telephone outlet locations, and the resultant drawing indicates those outlets to be removed, capped, relocated, and those to be newly installed by G.S.A. in-house group forces.

TELEPHONE WIRING SCHEMATIC

Concurrent with the development of design drawings and the modification of the space, the LSD (Logistics Services Division) Telephone Branch, The Telephone Company and the using component jointly develop their telephone service requirements based upon the use of the proposed furniture layout drawing and the power and telephone drawing. The resultant telephone wiring layout indicates telephone numbers on each desk and the relationships of each number to the functional system service wiring plan required.

CARPETING AND DRAPES

Although installation of carpeting and drapes are not considered a construction item, they do influence construction and its relative timing.

This drawing indicates the location of carpeting and drapes in the proposed modification and will identify areas where floor outlets must be installed and doors undercut prior to installation of carpeting, and areas where drapery hardware must be relocated or installed.

LIGHTING AND AIR CONDITIONING

Following the examination of all possible alternatives to avoid conflict between proposed partition relocations and utility systems, some changes to lighting, heating, ventilating and air conditioning systems are frequently required.

The lighting and H.V.A.C. (Heating, Ventilating and Air Conditioning) layout drawing depicts those modifications required for, lighting fixtures, switching, circuit wiring, air supply diffusers, air exhaust registers, and ductwork reallignment.

All changes to lighting and H.V.A.C. drawings are made according to standard engineering practice and with reference to the original lighting and H.V.A.C. contract engineering drawings.

SPACE COMPUTATION GRID

This drawing represents an example of a standardized medium designed to accurately and consistently measure the area of Headquarters Building.

It portrays the skeleton of a floor plan, without partitions, upon which is superimposed a scaled five foot by five foot square grid. Accurate square foot quantities are registered in each whole square grid or portions of each grid. Computations are merely additions of known grid square foot factors. Summations and verification of past and future computations which are made by different personnel will therefore be consistent and accurate.

All present space assignment figures in Headquarters Building have been computed based upon a series of similar drawings for the building.

SPACE ASSIGNMENT PLAN

This sketch is a small scale schematic plan of one floor in Headquarters Building.

It indicates exact location of each Agency organizational component and the exact square footage of area assigned to each component. It provides a total overview and a one glance control and understanding of entire organizational physical relationships.

ORGANIZATIONAL AND SPACE ASSIGNMENT

This collection of drawings is a series of small scale schematic plans of nine floors in Headquarters Building from the basement level through the seventh story level.

The series of drawings indicates the exact location of each Agency organizational component, the exact square footage of area assigned to each component, and they provide a total overview and a one glance control and understanding of Agency organizational physical relationships.

Space allocation figures shown therein were derived from the Space Computation Layouts and coincide in summation with the totals of the more detailed breakdown in the CRAMS (Computer Run on Agency Metropolitan Area Space) space report. Following each space modification, Office of Logistics personnel update the appropriate Organizational and Space Assignment Plan and the related CRAMS report.

EXISTING PARTITION LAYOUT (MAGAZINE BUILDING)

An existing templated furniture and partition layout, as shown, is maintained of all Agency external buildings in the Metropolitan Washington Headquarters Area, and the same procedural steps involved in manipulating a change in Headquarters Building is duplicated for external building space modifications.

Related utility engineering drawings are used as references and updated accordingly.

SPACE ASSIGNMENT PLAN (MAGAZINE BUILDING)

Two small scale schematic plans are shown depicting square footage of area per room assigned to each component and the exact location of each organizational component.

A collection of similar small scale drawings of all floors of every external building has been compiled by the Office of Logistics and is constantly updated along with the CRAMS report as each space modification or space move occurs.